

55 MAIN ST.
P.O. BOX 660
SAG HARBOR, N.Y. 11963
631-725-0222
631-725-0316 fax

HOURS: 9:00am – 4:00pm

Beth Kamper

VILLAGE CLERK

REGISTRAR

Wendy Parent

DEPUTY VILLAGE CLERK

DEPUTY REGISTRAR

PURCHASING

Paula Brannon

ACCOUNTS PAYABLE

DOCKS and MOORING SUPPORT

SEWER BILLING

Kate Wils

SECRETARY TO THE MAYOR

The Village clerk acts as a liaison between the citizens and the Village Board of Trustees.

The Clerk's office is responsible for the following duties:

- Custody of books and records
- Responsibility for the minutes of meetings and the Board of Trustees
- Maintaining a record of all Village resolutions and local laws
- Preparing orders to pay all claims
- Transmitting funds
- Producing books, records, and papers for inspection
- Recording all written notices of defect
- Coordinating various Village functions and administrative tasks not assigned to other

Village officials

- Filing, publishing, and posting of all notices
- Notifying state and municipal officials
- Contact for the Village with the public

A Message From The Mayor ["In Case Of An Emergency"](#) Click this link to view the [Draft Generic Environmental Impact Statement](#)

Village Clerk/Administrator Forms:

Requires Acrobat Reader. [Click here](#) for free download.

2/22/2006 

[Application to Encumber Public Property](#)

6/14/2006



[Unsolicited Print Materials Do-not-deliver Registry](#)

8/25/2006



[Request for Genealogical Information](#)

9/15/2006



[Application to Conduct Commercial Photographic Activity](#)

5/1/2007



[Special Use of Village Property Application](#)

11/16/2005



[Request for Birth Certificate](#)

3/3/2006



[Application for Access to Public Records \(FOIA\)](#)

2/22/2006



[Application to Conduct a Yard Sale](#)

6/15/2006



[Registration of Print Materials Distributor](#)

7/21/2008



[Proposed Village Zoning Map](#)

2/13/2009



[Chapter 55: Zoning Code Revision as of February 13, 2009](#)

7/1/2008



[Application For Employment](#)

8/6/2010



[Application for Special Event Permit](#)